

# CITY OF MALVERN, ARKANSAS

## INVITATION TO BID – Not An Order

ON: Independent Caretaker for  
Oak Ridge Cemetery

Bid Opening Date: **Tuesday**  
**December 1, 2015**

Time: 10 o'clock a.m.

Place: City Treasurer's Office  
305 Locust, City Hall  
Malvern, AR 72104

**Sealed bids will be received until 10 a.m., Tuesday, December 1, 2015.**

(Any attached specifications are made a part of this bid).

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### ITEM

### QUANTITY DESCRIPTION AND/OR SPECIFICATIONS

**See Attached Specifications – One Page**

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### INSTRUCTIONS TO BIDDERS

(Please Read Carefully)

1. SUBMIT BID ON BID FORM PROVIDED ON REVERSE SIDE OF THIS SHEET in compliance with all conditions listed thereon.
2. Address bids to: **Purchasing Agent, City of Malvern, 305 Locust, Malvern, Arkansas 72104.**
3. You **must** mark outside envelope: **BID ON Independent Caretaker – Oak Ridge Cemetery**
4. DO NOT include Federal Excise Tax in bid. City will furnish exemption certificate.
5. State Manufacturer, Brand Name, Model, etc. for each item bid on.
6. Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by City.
7. **Bids received after stated time will not be considered.**
8. Be sure to read all conditions and verify amounts before submitting bids. **No changes will be allowed after submission.**
9. Guarantees and warranties should be attached as a part of the bid as they may be a consideration in awarding a contract
10. Delivery or contract completion time is to be shown, as this date may, where time is of the essence, determine the contract award.
11. Additional information may be obtained from the undersigned.

THE CITY RESERVES THE RIGHT TO ACCEPT PART OR ALL OF ANY SPECIFIC BID OR BIDS, AND TO ACCEPT ANY BID OR BIDS WITH OR WITHOUT TRADE-IN. THE CITY FURTHER RESERVES THE RIGHT TO REJECT ALL BIDS, OR PART OR ALL OF ANY SPECIFIC BID OR BIDS.

**Brenda J. Weldon**  
**MAYOR**

City of Malvern, Arkansas  
**CONDITIONS OF BIDDING**

COMPLIANCE WITH THE FOLLOWING CONDITIONS IS NECESSARY FOR CONSIDERATION OF THIS BID

1. SIGNATURE - This bid must be signed with the firm name and by an authorized officer, employee or agent.
2. DEVIATIONS FROM SPECIFICATIONS AND ALTERNATE BIDS must be clearly shown on the bid form below with complete information attached to form. They may or may not be considered.
3. FREIGHT AND OTHER DELIVERY CHARGES to destination at designated City facility in Malvern should be included in bid.
4. FIRM PRICE- All prices quoted will remain firm for at least 90 days from the date of bid, unless otherwise specified by the City or bidder.
5. ARKANSAS PREFERENCE must be requested in writing when bid is submitted to be considered a factor in awarding a contract.
6. IDENTICAL BIDS- In the event of two or more identical low bids the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between the said two or more bidders at the discretion of City.
7. LIQUIDATED DAMAGES- Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
8. AMBIGUITY IN BID- Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.

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**BID FORM**

We, the undersigned, have read all the requirements set forth in this bid proposal including specifications, instructions, conditions, and pertinent information regarding the articles being bid on, and we agree to furnish these articles at the prices stated below:

**NOTE:** Out of State Bidders  
Must furnish Ark. Use Tax  
Register No. or copy of application therefor.

Allowed Discount: Rate \_\_\_\_\_% Total \$ \_\_\_\_\_  
Time allowed for Discount \_\_\_\_\_ Calendar days.  
Maximum Delivery or completion time after  
Issuance of Purchase Order or worked ordered by the  
City \_\_\_\_\_ days.  
\_\_\_\_\_ calendar

Firm Name\_\_\_\_\_

Street Address\_\_\_\_\_

City\State\_\_\_\_\_

By:\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

# **SPECIFICATIONS FOR INDEPENDENT CEMETARY CARETAKER**

## **Oak Ridge Cemetery in Malvern Arkansas**

### **SPECIFIC DUTIES**

1. Keep grounds mowed and grave sites trimmed, including around monuments and sign posts.
2. Cut wild bushes and dead limbs on trees.
3. No trees are to be cut without prior approval from the City of Malvern.
4. Keep limbs and brush picked up and removed from cemetery.
5. Keep old flowers picked up and removed.
6. Keep all grounds level (includes filling in graves or repair of sunken places in general area of cemetery).
7. Keep trash and debris picked up.
8. Perform any tasks pertaining to the general upkeep of the cemetery as designated by the City of Malvern Representative.
9. Contractor not responsible for repair of paved areas.

### **SUPERVISION**

1. City of Malvern Mayor will appoint a representative from the City.

### **CONDITIONS**

1. Contractor will provide and maintain the necessary equipment and tools to maintain the premises.
2. Contractor will be considered an independent contractor, subject to the City's general supervisory control.
3. Contractor will be solely responsible for his own liability insurance with limits required by law and Workman's Comp.
4. Contractor will obtain and pay for all taxes, licenses and permits required by his services.

### **REQUIRED ATTACHMENTS**

1. Copy of Liability Insurance
2. Copy of Workmans Comp certificate
3. Three references required